

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
COMMITTEE ON AGING
Minutes
December 8, 2011**

- A. Meeting called to order at 7:50 AM by Chairman J. Klundt.
- B. Present: Peg Malueg, Sue Steffen, Lee Murphy, Jean Wollerman, Joyce Klundt, Sue Nett
Absent: John Ruck, Mary Lueke
Guest: Community Development Director, Greg Keil
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from November 10, 2011 meeting made by L. Murphy and seconded by S. Steffen. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Senior Center Older Adult Coordinator reported on the November usage of the senior center. 1541 visits for the past month as compared to 989 in November 2010. The built in dishwasher project has started. The dishwasher needs to be purchased yet. ADVOCAP is sharing in the cost and will provide the maintenance after the warranty period has expired. The center continues to offer enrichment activities for the seniors, a breakfast for your brain program, football frenzy and the strong bones program. The Strong Bones program was so successful, it will be offered again after the 1st of the year.
 - 2. Public Health Director, S. Nett reported on the early morning walking program which will be offered again at MHS in the fieldhouse from 6 AM TO 7AM starting in January.
- E. NEW BUSINESS
 - 1. Recreation Center for Adults – After Hours use. Motion to hold this item made by P. Malueg and seconded by S. Steffen. Motion carried. S. Nett was directed to ask Park and Rec Director to a future meeting to discuss with Committee on Aging members about coordination of programming for adults.
 - 2. Building Enhancements—Community Development Director G. Keil was present to answer committee members questions regarding moving the senior center entrance and the process to follow when the center is ready to proceed with this project. A discussion followed regarding estimated cost and fund raising.
 - 3. Meeting Times – 2012. S. Nett questioned committee members if the current meeting time was acceptable or if they wanted to change the time or day for 2012. The consensus among members was to keep the meeting day and time as is for 2012.
- F. OLD BUSINESS
 - 1. Rental Cancellation Discussion. J. Wollerman again expressed concern with the current cancellation policy for the multi-use applicant. There have been instances where the center was reserved for multiple dates through-out the year and then a date is cancelled a week in advance. This poses a problem for a single-use

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-3530 24-hours in advance of the meeting for the City to arrange special accommodations."

applicant that may have wanted that date and was turned away because the center was already booked. The current policy doesn't adequately address the situation. Discussion ensued regarding changes in language to the current policy. Motion made by P. Malueg and seconded by L. Murphy to change the current cancellation policy to read "a single use applicant must cancel 10 days before the rental date", and a multi-use applicant must cancel 30 days before the rental date". The security deposit will be forfeited if cancellation occurs within less than the required notification. Motion carried.

2. Discussion: For Profit Agencies Advertisement at the Senior Center. J. Wollerman discussed the need for a policy because of the number of for profit groups/businesses requesting to post information or handouts at the center. The committee discussed various options that could be made available to these groups or businesses such as sponsoring a bingo party, sponsoring an ad in the newsletter, sponsoring a special event, adopt a senior and sponsor their activities for a year, provide supplies for a class, purchase an item needed by the center, or pay some fee per year (\$25). The information or literature displayed at the center would need to be applicable to senior citizens. S. Nett and J. Wollerman will draft a policy and bring it back to the next COA meeting.

G. Motion to adjourn at 9:50 AM made by S. Steffen and seconded by L. Murphy. Motion carried. Next meeting January 12, 2012.